

CSC Adopted: October 2001 CSC Revised: _____

Class Title: Police Records & Identification Section Supervisor

BRIEF DESCRIPTION OF THE CLASSIFICATION:

Supervision of the police records and identification section operation, to include the Image Control and Optical Disk scanning, criminal history and correspondence for internal process and outside agencies, misdemeanor summons and court docket operation. Supervises the administration of the fingerprint process for permits, job applications, and other related paperwork, the custody and control of documents and files, which includes the execution of court order sealed and expunged records. Performs as quality control officer for current records and identification system. Reports to the commanding officer of the Central Records Division or his designee.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the classification. The following examples do not identify all duties performed by any single incumbent. Specific requirements of individual positions are described in the Job Description.

	Physical Strength Code	ESSENTIAL FUNCTIONS
1	L	Oversees the operation of the criminal and civil processes performed by staff including but not limited to fingerprinting, registering prints, completing paperwork, mug shots in compliance with criminal and civil guidelines, lamination of photographs for ID cards, maintenance of records of photographs taken, and processing of Felony registration. Trains subordinates.
2	L	Serves as expert witness for identification/comparison of submitted fingerprints in court.
3	L	Ensures quality control of computer system by identifying new problems, writing new procedures, identifying arrest entry problems and correcting them using fingerprint comparison and records merging and assists in procedural training.

CSC Adopted: October 2001 CSC Revised: _____**CLASS REQUIREMENTS:**

CLASS REQUIREMENTS	
Formal Education / Knowledge	Work requires knowledge necessary to understand basic operational, technical, or office processes. Bachelor's degree or equivalent.
Experience	Three years supervisory experience. Ten years experience in Fingerprint technology.
Certifications and Other Requirements	FBI Basic Fingerprint Classification Specialized School, Virginia Criminal Information Network Certification, National Crime Information Network Certification, Automated Fingerprint Identification System Certification.
Reading	Work requires the ability to read various technical manuals, reports and correspondence.
Math	Work requires the ability to perform general math calculations such as addition, subtraction, multiplication and division.
Writing	Work requires the ability to write policies, procedures, reports and correspondence.
Managerial	Managerial responsibilities include supervision of subordinates within the organization.
Budget Responsibility	Researches for documents, identifies needs and priorities, compiles data for computer entry, and/or enters or oversees data entry and has responsibility for monitoring budget expenditures (typically non-discretionary expenditures) for a work unit of less than bureau size.
Supervisory / Organizational Control	Work requires the direction of helpers, assistants, seasonal employees, interns, or temporary employees.
Complexity	Work involves choices of action within limits set by standard practices and procedures. Professional judgment is required to apply the proper course of action.
Interpersonal / Human Relations Skills	Contacts others within the organization. These contacts may involve similar work units or departments within the City. Works with individuals outside the City who may belong to professional or peer organizations. Working with various state and federal agencies may also be required. Vendors and suppliers may also be called upon for information on purchases, supplies or products. Meetings and discussions may be conducted with customers, and sales representatives.

CSC Adopted: **October 2001** CSC Revised: _____**OVERALL PHYSICAL STRENGTH DEMANDS:**

Sedentary	Light X	Medium	Heavy	Very Heavy
S = Sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time	L = Light Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	M = Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	H = Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly.	VH = Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R = Rarely Less than 1 hour per week.	N = Never Never occurs.
--	--	--	--	----------------------------

This is a description of the way the job is currently performed; it does not address the potential for accommodation.

PHYSICAL DEMANDS	FREQUENCY CODE	DESCRIPTION
Standing	O	At service counter, filing, fingerprinting, photography, process id cards
Sitting	F	Computer, desk work, answering telephone, meetings
Walking	O	To/from service counter, office equipment, processing room, central records office, inter-office
Lifting	O	Reports, paper, manuals, fingerprint equipment, office supplies, paper, soap containers, camera equipment, boxes, files, photos
Carrying	O	Reports, paper, manuals, fingerprint equipment, office supplies, paper, soap containers, camera equipment, boxes, files, photos
Pushing/Pulling	F	File cabinet drawers, camera equipment
Reaching	F	While fingerprinting
Handling	F	Reports, paper, manuals, fingerprint equipment, office supplies, paper, soap containers, camera equipment, boxes, files, photos
Fine Dexterity	C	Computer, calculator, camera, writing, fingerprinting
Kneeling	O	Pulling fingerprint and photo cards from file
Crouching	O	Pulling fingerprint and photo cards from file
Crawling	N	
Bending	F	Pulling fingerprint and photo cards from file
Twisting	O	Pulling fingerprint and photo cards from file
Climbing	R	
Balancing	R	
Vision	C	Computer, desk work, filing, fingerprinting, photography
Hearing	C	Telephone, co-workers, police officers, general public
Talking	C	Telephone, co-workers, police officers, general public
Foot Controls	F	
Other (specify)	N	

CSC Adopted: **October 2001** CSC Revised: _____**MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:**

Computer, laser or inkjet printer, copy machine, fax machine, telephone, laminating machine, fingerprint equipment, typewriter, camera, fingerprint cards and ink, magnifiers, pointers, developing solution, scanner, Standard Microsoft Windows and Office software, AFIS, Bull terminal (state police), Pistol2000 records, Criminal Justice system software, compiling laser fiche, syncmaster NCIC

ENVIRONMENTAL FACTORS:

D = Daily	W = Several Times Per Week	M = Several Times Per Month	S = Seasonally	N = Never
-----------	-------------------------------	--------------------------------	----------------	-----------

HEALTH AND SAFETY		ENVIRONMENTAL FACTORS	
Mechanical Hazards	N	Dirt and Dust	D
Chemical Hazards	D	Extreme Temperatures	N
Electrical Hazards	N	Noise and Vibration	D
Fire Hazards	N	Fumes and Odors	D
Explosives	N	Wetness/Humidity	S
Communicable Diseases	D	Darkness or Poor Lighting	D
Physical Danger or Abuse	D		
Other (see 1 below)	N		

PRIMARY WORK LOCATION	
Office Environment	X
Warehouse	--
Shop	--
Vehicle	--
Outdoors	--
Other (see 2 below)	--

(1)

(2)

PROTECTIVE EQUIPMENT REQUIRED:

None

NON-PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R = Rarely Less than 1 hour per week.	N = Never Never occurs.
--	--	--	--	----------------------------

NON-PHYSICAL DEMANDS	
Time Pressures	F
Emergency Situations	R
Frequent Change of Tasks	F
Irregular Work Schedule/Overtime	O
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	O
Noisy/Distracting Environment	R
Other (see 3 below)	N

(3)